JCC Handbook

Standardization is the Key to a Joint Environment

Standardized Contingency Contracting Training Module

10 Dec 2008

Agile Contracting Support…Anytime… Anywhere

Current a/o 10 Dec

Standardized CCO training

- Purpose
  - Provide commanders with a comprehensive outline for conducting unit level contingency contracting training
  - Provide the minimum recommended monthly training outline
  - Not intended to be all inclusive/limit individual unit's creativity.
- Handbook is the primary source for all training material
- Follows the same flow of information as the Handbook.

Standardized CCO training

- Unit CCO training may typically consist of at least a one hour block of time broken down as follows:
  - 10 Minutes: Instruction/Briefing of Topic
  - 5 Minutes: Question/Answers from Briefing
  - 15 Minutes: Scenarios/Role Playing
  - 15 Minutes: CCO games or additional scenarios
  - 15 Minutes: Administer/Grade/Discuss Test

- The Handbook's accompanying CD contains multiple Briefings, Scenarios, Games and Tests for each of the topics in the outline below and should be used as the primary source for unit training

Standardized CCO training

"Contingency Contracting" Training Outline

- ***Jan*** *– Handbook Introduction/Overview*
- ***Feb*** *– Ethics, Fraud Indicators, Standard of Conduct, and Procurement Integrity (ch. 1)*
- ***Mar*** *– Authorities and Structure (Ch. 2)*
- ***April*** *– Contingency Funding and Requirement Process (Ch. 3)*
- ***May*** *– Planning and Guidance (Ch. 4)*
- ***June*** *– Contracting Processes (Ch. 5)(session 1)*
- ***July*** *– Contracting Processes (Ch. 5)(session 2)*
- ***August*** *– Contract Award and Administration (Ch. 6)*
- ***September*** *– Protest, Claims, Disputes and Appeals(Ch. 7)*
- ***October*** *– Situational & Cultural Awareness (Ch. 8)*
- ***November*** *– Local and Overseas Disaster Response (Ch. 9)*
- ***December*** *– Contingency Contracting Kit Inventory and Inspection / Individual Mobility Folder Inspection /Deployment Training Review*

Standardized CCO training

"Traditional Contracting" Training Outline

- ***Mar*** *– BPAs and Invoicing*
- ***April*** *– Source Selections*
- ***May*** *– Contract Administration*
- ***June*** *– Performance Based Service Acquisitions*
- ***July*** *– Simplified Acquisition Procedures*
- ***August*** *– Customer Education (SOW writing, funding process, etc)*
- ***September*** *– Transition in the AOR / Continuity Books / After Action Reports/Lessons Learned*
- ***October*** *– Contracting Officer Representative (COR) and Field Ordering Officer (FOO)*
- ***November*** *– Funding / Fiscal Law*
- ***December*** *– Contract Closeout*
- ***Jan*** *– Requirements contracts / Time and Material contracts / Un-priced Contract Actions*
- ***Feb*** *– Ratifications /Terminations*